

Meeting of 2000-5-22 Special Meeting

MINUTES
LAWTON CITY COUNCIL SPECIAL MEETING
MAY 22, 2000 - 6:00 P.M.
WAYNE GILLEY CITY HALL COUNCIL CHAMBER

Mayor Cecil E. Powell, Also Present:
Presiding Bill Baker, City Manager John Vincent, City Attorney
 Brenda Smith, City Clerk

The meeting was called to order at 6:00 p.m. by Mayor Powell. Notice of meeting and agenda were posted on the City Hall notice board as required by State Law.

ROLL CALL

PRESENT: G. Wayne Smith, Ward One
 James H. Hanna, Ward Two
 Glenn Devine, Ward Three
 John Purcell, Ward Four
 Robert Shanklin, Ward Five
 Barbara Moeller, Ward Six
 Stanley Haywood, Ward Seven
 Michael Baxter, Ward Eight

BUSINESS ITEM:

1. Discuss the Preliminary City of Lawton Budget for FY 2000-2001 and provide direction to staff. Exhibits: None.
(Preliminary Budget was previously distributed)

Baker's budget introduction is summarized as follows: The FY 2000-2001 budget is fiscally responsible and adequate for the needs of the community. Council input was considered during budget preparation. Directors submitted budget requests, which were reviewed by the City Manager and Finance Director. Capital Outlay is funded at \$3.12 million; over \$5 million was requested. Account 265, Training and Travel, was reduced by \$51,000 overall. 54 new employees were requested and 11 are included. \$356,000 was reduced from Materials & Supplies, and Other Services & Charges. A balanced budget was submitted to Council on April 25.

Budget highlights are that the preliminary budget is balanced with no requirement for additional revenue sources. Revenues have been favorable and the carry over is higher than anticipated. There will be 26 pay periods in the coming year, rather than 27 pay periods that were in the 1999-2000 fiscal year. Revenue projection is for sales tax to increase 2% next year; increase this fiscal year was 5%. Utility revenue is projected to increase 2% next year. Use tax is projected to decrease by \$100,000, and it was large last year due to construction of Republic Paperboard.

Some significant increases are in personal services. A new pay plan was approved for general employees last year, as well as a 2.5% increase in March. Fire employees received a 3% salary increase. Police employees received a 3% increase retroactive to July 1 and an additional 3% increase in March. These increases are funded in this year's budget, as well as a 3% cost of living increase for all employee groups. Baker recommended the 3% increase but said it is Council's decision whether or not to use those funds for that purpose. Health insurance costs increased \$101,461. Petroleum costs are projected to increase by \$137,000. An additional \$260,000 is included for Water Distribution because the new crews that are budgeted will need equipment and supplies. Council Contingency contains \$200,000. The reserve was increased to \$559,713, which is still low. The Waurika payment increased another \$60,000. Funds are included for economic development and for the Centennial Celebration.

The budget was not balanced by discounting salaries and funds are provided for the full year for each and every position shown, although vacancies will obviously occur during the year. Hotel/motel tax receipts are projected at \$360,000, and a contract with the Chamber of Commerce will be considered soon; not all receipts from hotel/motel tax must go to the Chamber and this is a revenue neutral account. Funding for a mass transit system is not included. \$285,000 would be required for the first year and \$1.5 million could be expected in federal funding if mass transit were implemented. A Council decision is needed on whether to proceed. The arts coordinator position was not removed from the budget. It was included at 30 hours per week and the Arts & Humanities Council had sent letters asking that it be a full time, permanent position. This would require an additional \$7,000. Different prices are shown for computers and a list of corrected prices was distributed. The budget contains reorganization for the Neighborhood Service Center, which Council previously approved. Another reorganization is shown for Planning, Community Development and Code Administration to be under one director. The Employee Advisory Committee requested 3.8% cost of living increase, 1.5% increase in the City's contribution to the pension system, and for the Friday after Thanksgiving to be a hard holiday.

Mayor Powell asked how Council wished to proceed with budget reviews. Baker and Steve Livingston, Finance Director, came forward to respond to questions.

Shanklin asked how Council could tell what an employee was making last year, compared to what is shown this year. Baker said when the new pay plan was adopted, employees were placed in the closest step to their pay that would give them at least a 5% increase. This was discussed, as well as the number of steps in the pay plan for general and managerial employees. Shanklin asked if the cost for the new pay plan was projected out over 10 years and Baker said to his knowledge the cost was projected for two years but it could be projected for 10 years. Shanklin asked if some received two or three steps increase per year. Baker said directors can recommend an additional step for exceptional, outstanding performance but it is rare and must be fully justified. Various positions in the new pay plan were discussed, as well as the consultant's lack of completion of work on the pay plan.

Departmental budget reviews were then conducted as follows:

MAYOR AND COUNCIL

Smith asked that the funds budgeted for economic development be used. Purcell said if Council members do not plan to use their computers, they should turn them back in so the departments can use them.

CITY CLERK

Baxter asked why funds were requested for another mailing machine; response was that this is a lease purchase payment for the same machine. Shanklin asked if the Deputy City Clerk position was increased and Smith said not much. Shanklin asked that Baker check into the pay for that position.

CITY MANAGER

Moeller asked if the Assistant City Manager could make more than the City Manager, according to the new pay plan. Baker said that could be possible if the City Manager received no pay increases over the next 13 years. Purcell asked when the Assistant to the City Manager would be hired and Baker said mid-July.

Mayor Powell suggested an energy conservation program be implemented. He said the Lawton Public Schools saved a great deal of money in such a program, and that PSO and Reliant Energy would probably provide assistance in this regard. Baker said he had asked the Parks & Recreation Director to pursue such a program.

NEIGHBORHOOD SERVICE CENTER

Shanklin discussed the need for the abatement process for high weeds and grass to work effectively. Baker reviewed the steps in this process and stated that two part time clerks are being recruited to assist in alleviating the 21 day backlog in the clerical area of typing administrative orders. Shanklin suggested the inspectors assist in looking up legal descriptions if they are that far behind. Haywood asked if the contractor is supposed to rake and Baker said yes. Devine asked if this would be under Jackson or Baker and it will be under Jackson.

HUMAN RESOURCES - There were no questions.

AUDITING

Baker said this department will conduct management audits, in addition to the financial audits now being done.

LIBRARY

Purcell asked if funds are being contributed by the County and Livingston said about \$41,000 will be received from Comanche County.

INFORMATION SERVICES

Moeller asked if the \$60,000 radio system was a lease purchase and Baker said yes, those shown in Account 310 are lease-purchase items. Baker said \$12,000 was left out of this account by mistake and that would be corrected. Shanklin asked about \$16,500 for a full size pickup for Electronic Maintenance. Doug Wells, IS Director, said a full size truck is needed due to the traffic signal equipment that must be hauled.

LEGAL SERVICES

Discussion was held concerning the price for a laptop computer and the fact that funding for a docking station was not included. Funds may be needed for a PC instead of a docking station. Further discussion was held on Council's use of laptops and Baker said anyone who did not want their laptop could turn it in to him and he would reassign it for staff use.

MUNICIPAL COURT

Shanklin said the bailiff has caused about \$600,000 to be collected through serving outstanding warrants, and that his position should be re-evaluated as far as salary. Baker said he planned to return a resolution to the Council requesting reclassification of several positions.

FINANCE ADMINISTRATION - There were no questions.

REVENUE SERVICES

Discussion was held concerning the need for full size pickups. The price of \$660 for one tool box was noted as appearing excessive and staff will check this figure.

FINANCIAL SERVICES

Livingston explained that \$80,000 was included for a completely new computer system for finance and accounting matters. Baker said the Information Services Director and the Finance Director had a difference of opinion on how to approach the needs in this regard but asked that the funding be retained in the budget to allow for improvement in this area. Purcell said a cost-benefit analysis is needed as far as doing anything like this in-house.

PLANNING AND COMMUNITY DEVELOPMENT

Baker said this is the reorganization where three departments will be combined. A director will be hired but the Zoning Administrator position was eliminated in favor of the Assistant to the City Manager for the Neighborhood Services Center, and the Chief Building Official position will be eliminated and a director will be hired. An additional \$22,000 will be needed because of the salary difference in the positions. Shanklin asked how long before a director would be hired and Baker said 60 to 90 days. Shanklin asked if the Assistant City Manager could do it. Baker said he did not have the time or background to do so. Shanklin said we are adding more layers of bureaucracy and Baker said it would be more efficient.

BUILDING DEVELOPMENT

Hanna said there appeared to be many requests for computers. Baker said many are replacements and the existing equipment would be auctioned off.

LICENSE AND PERMIT CENTER

Baxter asked about the need for \$10,000 for a large format color printer. This will be used to print out plans that are submitted on CD Rom; the equipment being used now will be transferred to the new Public Works building when Engineering moves out of City Hall.

HOUSING AND COMMUNITY DEVELOPMENT

Hanna asked about an X-Ray Analyzer. Baker said it is to detect lead based paint and is a federal requirement for this program.

PARKS & RECREATION DEPARTMENT - This will be considered at the next meeting.

PUBLIC WORKS/ENGINEERING DEPARTMENT

LAKES

Increased cost for a pickup was due to the fact that it is a four-wheel drive vehicle. Cost of weed eaters will be checked by staff as it appeared excessive. Lakes will remain under Public Works for another year and will be considered to be moved under Parks & Recreation next year.

STREET

Price differences for one ton trucks were due to some having beds and some having only a chassis. An automatic leveler, \$3,500, was for surveying grade work when blading areas. Moeller said funds are shown for infrastructure at 40th and Lee but will not be needed. Ihler said that comes from Fund 35 and it would go back into carry over since it will not be done. Baker said they would delete that and place the amount back into the carryover. Moeller suggested it could fund the arts coordinator and Purcell said \$12,000 was mistakenly deleted from Information Services so it could be used there as well.

WASTEWATER COLLECTION

Devine asked if \$68,000 for the rod and flush truck was for the chassis only. Ihler said it was for all of it. Devine asked how many trucks there are like this and Ihler said two rod and flush trucks and two vac trucks.

WATER DISTRIBUTION

Shanklin said the County leases backhoes instead of buying them and suggested that be studied. Devine asked how long the backhoes last and Ihler said about ten years. Shanklin said they require expensive maintenance after a while.

Purcell said he thought six people were being added instead of eight. Ihler said a person was moved from Revenue Services last year, and an operator was not replaced so two laborers were added instead.

Devine asked if the meter readers were moved from under Finance to under Water if they could get more use out of them. Ihler said he had never thought about it. Devine said we should talk about it because they only read meters until noon and it would be better to have all of the water under one place and Water Distribution could use them to help level yards where repairs had been made. Devine said if the meter readers find a leak they call Water Distribution to fix it anyway and the equipment has already been moved so now we could move the meter readers also. Baker will have Ihler and Livingston look into that as an option and bring it back for consideration. Baker said he had not thought about it before either and that it could be done any time and did not have to be done in connection with the budget. Hanna pointed out a typographical error for correction.

WATER TREATMENT PLANT

Hanna asked about \$2,500 for a riding mower and staff will check the prices. Baxter asked about Fund 35 and about the Lake Ellsworth Gate. Livingston explained state laws regarding carrying funds over from year to year and the purpose of having a Fund 35 to accommodate for projects which are not completed in a fiscal year. Ihler explained the Lake Ellsworth Gate project where the gate anchors are repaired to allow the gates to be operated properly. This need was pointed out during an inspection of the dam, which is required by OWRB.

The next meeting will be Tuesday, May 30 at 6 p.m. and the Wastewater Treatment Plant will be the next division to be discussed.

Meeting adjourned at 8:05 p.m. upon motion, second and roll call vote.